

Trustees of the Manchester City Library  
Hunt Room  
Minutes – February 16, 2010

Called to order the Monthly Meeting at 4:03pm.

**In Attendance:** Trustee Chair Patricia Cornell, Trustees Monique Brown. , Joanne Barrett, Jeff Hickok.. Also present Library Director Denise van Zanten, Liaison Foundation Chair Dan Scanlon.

Excused: Trustee Steve Solomon, Jack Shea, Karen Sheehan Lord, and Alderman Greazzo

**Minutes:** Motion was made by Trustee Brown to approve January 19th minutes, seconded by Trustee Barrett, all in favor.

**Director's Report:**

**News** – There was a minor gas leak at the branch library this past Saturday. The fire department came and aired out the building and facilities shut off furnace until a new part can be ordered then installed. They are running on electric heat.

Alderman Phil Greazzo came to see Director van Zanten to discuss the library earlier as he was unable to attend today's meeting.

**Personnel** – Many qualified applications have been received for the Head of Technical Services. Interviews will not begin until April.

**Library Card Policy** – Reviewed due to a patron complaint. Motion was made by Trustee Barrett to remove in Section III C.1 the wording that says “full-time (30 hours or more)” to read “Individuals who work in Manchester and are non-residents, must bring proof of employment in Manchester in order to be issued a library card”, seconded by Trustee Brown , all in favor. The remainder of the current policy was left the same.

**Budget:** Nothing new to report at this time.

**30<sup>th</sup> Anniversary West Branch** – will be held on April 14<sup>th</sup> from 5-6 pm. Trustees want to make sure principals and teachers from the West Side were invited, Mayors & Aldermen (past and present), Trustees and Foundation members. This is being done. Director van Zanten asked if they had any more ideas to contact Sarah at the Branch.

**Angele F. Hansel Estate** - check has arrived. A public hearing to accept the Angele Hansel check on will be scheduled for Monday March 15<sup>th</sup> at 4 pm..

**Office of Youth Services** – Opportunity to have an intern work at the library this summer. Kate Norton has been in touch with Marty Bolduc Director of Youth Services.

Director van Zanten and Trustees would like more information before making any commitment.

**Finance** – City Travel - Mayor's Office is requiring permission to travel. Dee Santoso and Director van Zanten will be attending PLA in March. These monies will come from Trust Funds and have been approved by the Trustees. Director van Zanten will send the Mayor a letter letting him know about the conference.

In March Director van Zanten will be out of the country for a period of time. Request was made to appoint Dee Santoso as acting Director. Trustee Barrett noted that this is how they have handled the Director's absence in the past since we do not have a Deputy Director.

**Desks-** Donna Woods from "Out of the Woods" came to give advice. The desks are 1920-1940 mass produced oak veneer desks. She suggested between \$25 - \$50. Motion was made by Trustee Hickok to sell the desks, seconded by Trustee Barrett, all in favor.

**Break-in** – It was learned that the 3 involved in the break-in at the Library were arrested. Red Robidas and Pelmac were contacted to get a quote for more protection and to be able to arm the stack areas at night when not in use. Evening custodian will not be in building after security leaves until new security is in place.

Director van Zanten wanted to thank all the staff who assisted but especially Dee, Claudia, Mary, Lichen and Karyn who handled everything in her absence.

**Learn to Read** – asked to put up bulletin boards in their cubicles. Director van Zanten asked that they make sure that materials are appropriate and there are no solicitations/advertisements on them except for LTR events..

Karyn Isleb – has been invited to be part of a city-wide task force to work on Kindergarten registrations – they want to do one big event at the SEE Science Center on April 17<sup>th</sup>.

**Fisher Cats** – scavenger hunt – they contacted Director van Zanten to hide a golden bobble head in the Library. \$200.00 prize and some consolation prizes. Also tickets were given to opening day at the Fisher Cats for employees.

**Citizens Bank** - will be scheduled in April to review portfolio.

**NLW** – staff appreciation lunch - April 13<sup>th</sup> Trust funds will pay for staff to order pizzas.

**Fees Account** – Library fees account is being closed. Patron refunds will go against Fine account. Also the fees for lost library cards and non-resident cards will go into Trust Funds. This means checks will only be written once a month for all library funds. We also have armored card service for deposits.

**Foundation Report:** Have joined the Chamber of Commerce so they can host meeting and presentation here which is scheduled for December . Also, would like to invite the Young Professionals here to show them what the library does. Still working on other policies that are now required as well as what types of fund raising they will do this year. The current appeal has raised over \$4400.

**Old Business** – None at this time.

**New Business** – None at this time.

Next meeting Monday, March 15<sup>th</sup> at 4pm – Joint meeting with Foundation

Adjourned 4:56pm